



FOR RECORDS MANAGEMENT / CITY USE ONLY		
<p align="center"><b>RESPONSE</b> (Attach correspondence if necessary.)</p>		
RECORDS MADE AVAILABLE <input type="checkbox"/>	REQUEST DENIED <input type="checkbox"/>	
COPIES MADE? <input type="checkbox"/> YES <input type="checkbox"/> NO	REASON:	
HOW MANY?	FEE?	OTHER
<div> <div></div> <div>(SIGNATURE)</div> </div> <div> <div></div> <div>(DATE)</div> </div>		
(TITLE)		
REQUESTER NOTIFIED: <input type="checkbox"/> IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> TELEPHONE		
COMMENTS:		